Pavel Castro

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# **Education**

Sacramento City College | Sacramento, CA

Associate of Arts, Liberal Arts June 2025

# **Work History**

Computers 4 Kids | West Sacramento, CA

**Computer/Office Technician**  January 2024 – Present

* Provide administrative support to staff, such as data entry and scheduling
* Complete set up and software installation on clean computers
* Document computer details including make, model, and specifications
* Collaborate with team members on imaging computers, providing mutual support

Muscle Systems | West Sacramento, CA

**Service Staff**  February 2022 – May 2022

* Responsible for leading the gym sanitation and cleaning process twice per week
* Responded to inquiries and provided information to staff and clients
* Followed and maintained a safe environment during the pandemic

Bolt Diesel | Woodland, CA

**Front Desk Representative**  March 2020 – February 2022

* Answered phones and addressed customer inquiries.
* Scheduled and managed appointments to ensure efficient service.

**Volunteer**

River City High School | West Sacramento, CA

**Volunteer** August 2018 – June 2019

* Collaborated with school administration and law enforcement agencies to determine the student conduct process
* Created a secure educational environment

# **Skills**

* Typing Certificate of 44 WPM
* Windows OS Proficiency
* Software: Fusion, OpenBook
* Pearl Portable Reading Camera
* Braille Sense 6
* Victor Reader
* SensePlayer Book Reader
* Kurzweil 1000
* Time management
* Problem solving skills
* Strong research skills
* Collaborative
* Ability to work independently
* Organized and detail-oriented
* Customer service